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PERSONNEL POLICY
Fauquier County, Virginia

Section No.:	Effective Date:
6	9/25/86
Policy Title:	Supersedes Policy
General Provisions of	New
Personnel Policy	

I. AUTHORITY AND PURPOSE

The Fauquier County Personnel Policy is established to provide personnel administration based on merit in order to attract and retain for the public service in Fauquier County employees with integrity and superior ability to strengthen the effectiveness of the Fauquier County government through the improvement of methods of personnel administration; to establish procedures by which present employees of the County, who have proven their ability, may qualify for and obtain promotions to more responsible positions in the service of Fauquier County, and to provide an immediate and fair method for the resolution of disputes which may arise between Fauquier County and its employees.

II. PERSONNEL POLICY IN GENERAL

All personnel regulations and personnel decisions shall be made in conformity with the following principles which are to be the public employment policy of Fauquier County.

- A. No person may be employed, discharged, refused employment or consideration therefore, or otherwise discriminated against with respect to compensation, terms, conditions, or privileges of employment on the basis of race, religion, sex, age, handicapped status, national origin or ancestry, political considerations, or any other factor not related to lawful employment qualifications or job performance.
- B. Just and equitable incentives, and conditions of employment, shall be established and maintained to promote efficiency and economy in operation of the County government.
- C. Positions having similar duties and responsibilities shall be classified and compensated on an equal basis as far as practicable.
- D. Appointments, promotions, and other personnel actions requiring the application of merit principles shall, where appropriate, be based upon valid qualifications and knowledges, skills and abilities evaluations.
- E. Every effort shall be made to maintain high employee morale by fair administration of this personnel policy and by every consideration of the rights and interest of employees consistent with the best interest of the public and the County.
- F. Continuity of employment shall be conditioned on good behavior, satisfactory performance of work, necessity for the performance of work and

~~— and availability of funds, and no position shall be deemed to be held as a matter of right.~~

III. ~~COUNTY SERVICE; SERVICE OF FAUQUIER COUNTY~~

A. ~~The County service or service of Fauquier County shall be defined as all officers and employees of Fauquier County including elected officials, members of boards and commissions and their employees; provided, however, that the term "County service" or "service of Fauquier County" shall not include independent contractors, or other persons with whom Fauquier County or any of its agents has contracted for personal or professional services for a project, or for a period specified in such contract, or the agents or employees of such persons; nor shall they include employees whose positions are funded entirely by funds available under the Comprehensive Employment and Training Act and who are not under the direct administrative control and supervision of a County department, board, commission or agency.~~

~~— The County service shall be divided into the competitive service and the exempt service and shall include all offices and positions of trust or employment.~~

B. ~~The following positions shall be exempt from these personnel regulations except where otherwise provided, and shall serve at the pleasure of their appointing authorities, except where otherwise provided by law.~~

1. ~~Elected Officials, including Constitutional Officers and deputies and employees of the Constitutional Officers; provided, however, that a Constitutional Officer or elected official and the Board of County Supervisors may agree that the employees of the Constitutional Officer or elected official shall be included within the competitive service, and may include the employees of such Constitutional Officer in the County grievance procedure.~~

2. ~~Persons appointed to fill vacancies in elected offices.~~

3. ~~School Board, and the division Superintendent of Schools and their employees.~~

4. ~~Members of boards, committees and commissions.~~

5. ~~Water and Sanitation Authority employees.~~

6. ~~County Attorney.~~

7. ~~General Registrar, and all election officials employed by the Electoral Board.~~

~~8. Temporary* or seasonal employees.~~

~~9. Public Health Department employees.~~

~~10. VIP & SU Extension Service and its employees.~~

~~— (*Employees whose positions are funded by the Comprehensive Employment and Training Act will be considered temporary, but this is not to include permanent staff positions.)~~

~~C. The competitive service shall consist of all non-exempt, nonprobationary employees in the County service of Fauquier County. The employees in the competitive service shall be appointed, promoted, demoted, transferred or dismissed solely on the basis of merit and fitness, as provided in these personnel regulations. Nothing contained herein shall preclude termination of any employee because of lack of work, reduction in work force, job abolition, or expiration of a term of contractual employment.~~

~~D. Probationary employees are treated as either exempt of competitive employees under various regulations of this policy. Upon attaining permanent status, they become competitive employees.~~

~~IV. CONTINUITY OF PRESENT EMPLOYEES~~

~~— All persons in the County service holding positions in the competitive service as earlier defined shall be continued in their respective positions without further examination. Any such employee who may become subject to adverse action for disciplinary reasons, or who may become subject to promotion or other advancement in grade or pay shall be subject to the provisions of the personnel rules and regulations.~~